



Division of
Community Colleges

Bureau of
Career and
Technical Education

Program of Study (POS) Guidance: Evidence Needed to Indicate Programs of Study on the Secondary CTE Reporting Application

February 2011—Revised 12/15

The State of Iowa's approved Perkins IV 5-year State Plan includes a requirement that districts develop and implement a Program of Study in at least 75% of their CTE programs by FY 2013 (the beginning of the 2012-2013 school year). Beginning with the 2011 Career and Technical Education (CTE) web-based report, districts are asked to provide information on the Program of Study requirement. This information will be collected within the *Secondary CTE Reporting Application*. The red warning at the top of the page will show the percentage of programs that are Programs of Study based on your input, and will disappear once 75% is reached.

Shared Courses Reports District Contacts DE Contacts

Programs show 20% coded Program of Study, requirement is 75%

+Add Program

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input checked="" type="checkbox"/>	Agriculture	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	0.00	
<input checked="" type="checkbox"/>	Business	Business, Management and Administration	5201010000	Business/Commerce, General.	18.00	
<input checked="" type="checkbox"/>	Business	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	0.00	
<input checked="" type="checkbox"/>	Industrial Technology	Architecture and Construction	4699000000	CONSTRUCTION TRADES	0.00	
<input checked="" type="checkbox"/>	Marketing	Marketing, Sales and Service	5214010000	Marketing/Marketing Management, General.	2.00	

For each program, districts will click on the Link ICON, select which college their Program of Study is linked to, and enter in the Program Name. If the program does not have a Program of Study, the district will choose "No College Selected". Additional information about your Program of Study will be reviewed through Perkins Monitoring, through the Program Approval Process and through your yearly Perkins application.

The district should have an ongoing process to develop, implement and review quality CTE programs and Programs of Study.

General Requirements: All CTE Programs

A CTE program designed as a Program of Study must meet the general requirements contained in the *Code of Iowa* and *Iowa Administrative Code* that apply to all CTE programs, including, but not limited to the following:

*An Advisory Committee/Council is in place, functioning, and reflective of the required membership *Iowa Code 258.9; 281—IAC 12.5(5)(i)*

*An articulation agreement is in place and current *281—IAC 12.5(5)(i); 281—IAC 46.7(3)*

*Courses are taught by appropriately licensed instructors *281—IAC 12.4(256)*

Designing and implementing a quality Program of Study is a continuous process.

Districts are advised to work with Department CTE discipline consultants when designing Programs of Study. Contact information is included within the Resources list on the following page.



An active advisory committee, partnerships with business and industry, and collaboration with postsecondary institutions help establish direction of district CTE programs.

Specific Requirements: Program of Study

In addition to the general requirements that apply to all CTE programs, each local program designed as a Program of Study, as required by Perkins IV (Public Law 109-270*), must include evidence of the following items. Each of the items must be in place and available for Department review.

- 1) Content standards and benchmarks
- 2) List of critical competencies identified by the Advisory Committee/Council that will be included within the Technical Skill Attainment Assessment(s), including:
 - A. Evidence the critical competencies have been approved by the Advisory Committee/Council
 - i. Committee meeting minutes indicating approval, with date
 - B. Evidence the critical competencies have been approved by a postsecondary institution
 - i. Name, title, and signature of the postsecondary representative
 - ii. Date of approval
- 3) Program of Study course sequence (i.e., "Drawing Board"), including:
 - A. Academic and technical content
 - i. Incorporating the Iowa Core (including 21st Century Skills)
 - B. State of Iowa and local high school graduation requirements
 - C. Non-duplicative progression of courses consisting of a minimum of three units of CTE coursework
 - D. Linkage to at least one postsecondary program
- 4) Description of how the Program of Study Course Sequence (i.e., "Drawing Board") is, or will be, shared with stakeholders, including:
 - A. Sharing with students in grade eight prior to completion of the core curriculum plan (a.k.a., "8th Grade Plan")
- 5) Approved Technical Skill Attainment Assessment(s), including:
 - A. A copy of the assessment(s), if available
 - B. Identification of the proficiency level to be attained for each assessment
 - C. Evidence the assessment(s) has been approved by the Advisory Committee/Council
 - i. Committee meeting minutes indicating approval, with date
 - D. Evidence the assessment(s) has been approved by a postsecondary institution
 - i. Name, title, and signature of the postsecondary representative
 - ii. Date of approval
- 6) A plan for annual review and continuous improvement of the Program of Study, including:
 - A. Annual review of Secondary Career and Technical Education Performance Indicator data

* *Career and technical programs of study are described in Title I, Part B, Section 122 (c)(1) (A)(i)-(iv) and addressed in the Iowa Perkins IV Five-Year State Plan, pages 18, 28, 69, and 73*

Resources

US Department of Education Web Site (<http://www.ed.gov/>)

Carl D. Perkins Career and Technical Education Act of 2006
<http://www2.ed.gov/policy/sectech/leg/perkins/index.html>

Iowa Department of Education Web Site (<http://www.educateiowa.gov>)

Perkins Overview, Perkins IV 5-year State Plan, and CTE Program Self-Assessment Instruments
<https://www.educateiowa.gov/perkins-0>

Career and Technical Education Standards and Benchmarks
<https://www.educateiowa.gov/adult-career-community-college/career-and-technical-education/service-areas>

Core Curriculum Plan (a.k.a., “8th Grade Plan”) <https://www.educateiowa.gov/pk-12/learner-supports/student-curriculum-8th-grade-plan>

Secondary Career and Technical Education Program Approval Guidelines
<https://www.educateiowa.gov/adult-career-community-college/career-and-technical-education/secondary-career-technical-program>

Career Clusters Web Site (<http://www.careertech.org/career-clusters>)

Plans of Study
<http://www.careertech.org/career-clusters>

Knowledge and Skills Charts
<http://www.careertech.org/knowledge-skills-statements>

Perkins Collaborative Resource Network Web Site (<http://cte.ed.gov/>)

Programs of Study Design Framework (graphic, components & subcomponents)
<http://cte.ed.gov/nationalinitiatives/rposdesignframework.cfm>

Programs of Study: Local Implementation Readiness and Capacity Self-Assessment
<http://cte.ed.gov/docs/POSLocalImplementationTool-9-14-10.pdf>

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If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E 14th St, Des Moines IA 50319-0146, telephone number 515/281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.